

## **DELAWARE COUNCIL ON REAL ESTATE APPRAISERS**

### **INSTRUCTIONS FOR APPRAISER TRAINEE APPLICATION**

1. You must have completed 75 hours of qualifying education before submitting an application for Council approval. Photocopies of certificates of completion for qualifying education courses must be submitted with the application form.
2. A sponsor (supervisor of trainee) must complete a Verification of Appraiser Trainee Supervision form stating that he/she will be supervising you. This form is part of the application packet.
3. There is no experience or examination requirement.
4. If you are currently licensed or certified as a real estate appraiser in any state, you must provide to the Council a letter of good standing from each state in which you are or have ever been licensed or certified.
5. The pro-rated processing fee that must be submitted with the application form is non-refundable. Make check or money order payable to the "State of Delaware." See Fee Schedule on website at <http://www.dpr.delaware.gov/boards/realestateappraisers/fees.shtml> for the correct amount of the fee.

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STATE OF DELAWARE  
**DEPARTMENT OF STATE**

DIVISION OF PROFESSIONAL REGULATION

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**DELAWARE COUNCIL ON REAL ESTATE APPRAISERS**

**APPLICATION FOR APPRAISER TRAINEE**

1. Name: \_\_\_\_\_  
First Middle Last

2. Current Residence: \_\_\_\_\_

Street Address

City State Zip Code

3. Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

4. Social Security Number: \_\_\_\_\_

5. Qualifying Real Estate Appraisal Education:

List all qualifying appraisal education courses you have completed that consisted of at least fifteen (15) classroom hours and included an examination. At least 15 hours must be in the required USPAP course. You must submit a photocopy of transcripts and/or documents establishing completion of the required education. Attach additional sheets if necessary.

Course Title	Name of Sponsor	No. of Hours	Month/Year Completed
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Answer Yes or No to each of the following questions.**

6. Are you currently licensed or have you ever been licensed or certified as a real estate appraiser in any state? Yes \_\_\_\_\_ No \_\_\_\_\_ **If the answer to this question is yes, you must attach a letter of good standing from each state in which you are or have ever been licensed or certified.**
7. Have you ever been denied an appraiser license or certificate; had an appraiser license or certificate or professional license of any type suspended, revoked, or surrendered; or been issued a letter of reprimand in Delaware or elsewhere? Yes \_\_\_\_\_ No \_\_\_\_\_ **If the answer to any of these questions is yes, you must provide a copy of the licensing agency's order and a complete explanation.**
8. Have you ever been convicted of or entered a plea of guilty or *nolo contendere* (no contest) to any felony, misdemeanor or any other criminal offense in any jurisdiction? Yes \_\_\_\_\_ No \_\_\_\_\_ **If yes, submit a certified copy of your criminal history record.**

**The Council office must receive items submitted for the Council to consider at its meeting no later than two full business days before the meeting. In order to be considered at a Council meeting, license applications must be complete two full business days before the meeting. A complete application is one that includes all required documentation and correct payment.**

**Applications that are not complete within six (6) months of filing may be considered abandoned and discarded. The Council office will attempt to notify you before disposing of an abandoned application.**

**Please note: When your application is complete, please allow 4-6 weeks to receive your license.**

I, the applicant, being duly sworn according to law, depose and say that the answers above set forth are true to the best of my knowledge and belief and that the application is made for the purpose of inducing the issuance of the license requested.

I hereby confirm that I have read and agree to abide by all appraiser laws and rules in the State of Delaware and agree to cooperate with any investigation initiated by the Council on Real Estate Appraisers including providing relevant documents and personally appearing before the Council and/or its investigators.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

State of \_\_\_\_\_  
County of \_\_\_\_\_

Sworn and subscribed to before me at \_\_\_\_\_ this \_\_\_\_\_ day  
of \_\_\_\_\_, 20\_\_\_\_.

SEAL

\_\_\_\_\_  
Signature of Notary Public  
My Commission Expires: \_\_\_\_\_

### VERIFICATION OF APPRAISER TRAINEE SUPERVISION

This will verify that \_\_\_\_\_ will be working under my supervision as an appraiser trainee.

An applicant for a real estate appraiser trainee license shall have successfully completed a minimum of 75 classroom hours of education on real estate matters satisfactory to the Council, including 15 classroom hours on Uniform Standards of Professional Appraisal Practice.

A real property appraiser trainee may assist in the completion of an appraisal report, including an opinion of value, and may co-sign an appraisal, provided that he or she is actively and personally supervised by a state certified or licensed real estate appraiser, provided that the appraisal report is reviewed and signed by the state certified or licensed real estate appraiser, and provided that the licensed or certified appraiser accepts total responsibility for the appraisal report.

\_\_\_\_\_  
Supervising Appraiser – Printed Name

\_\_\_\_\_  
Supervising Appraiser - Signature

Date: \_\_\_\_\_

Supervising Appraiser's Business Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Supervising Appraiser's Business Phone Number: \_\_\_\_\_

Supervising Appraiser's Delaware Certification or License Number: \_\_\_\_\_